

CRAFTING A KILLER RESUME

Essential Tips

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JENNIFER WATSON USER EXPERINCE DESIGNER EXPERIENCES ABOUT ME WEBDESCHER @ CONTACT EDUCATION 2006-2010 CHANESELA OR FOREM 2001 - 2009 SKILLS REFERENC 00000 ..000 00000 00000 SKAL GA

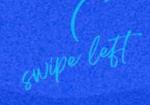


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Format and Structure

- Keep it Clean: Use a simple, professional layout with clear headings.
- One Page Wonder: Aim for a single page, especially if you have less than 10 years of experience.
- Easy to Read: Use a legible font size and ample white space.





Content and Highlights

- Showcase Achievements: -Quantify your accomplishments with numbers and percentages.
- Skills Spotlight: List relevant skills, especially those mentioned in the job posting.
- Education Excellence: Include your educational background, relevant courses, and certifications.





Professional Experience

- Chronological Order: List your jobs in reverse chronological order.
- Job Titles and Companies: Clearly state your job title, company name, and dates of employment.
- Bullet Points:
 Use bullet points for job responsibilities and achievements.



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Contact Information

- Contact Clarity: Include your full name, phone number, email address, and LinkedIn profile.
- Location: Mention your city and state, but omit your full address.





Final Touches

- Proof read: Double-check for spelling and grammar errors
- Feedback: Get feedback from a friend or mentor.
- Save as PDF: Save your resume as a PDF to preserve formatting.





If you are ready with your resume, then what are you waiting for?

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